INFORMATION SHEET 1.1.1
NAVY COLLEGE PROGRAM

A. Introduction to the Navy College Program

The Navy College Program provides our Sailors one-stop shopping to determine recommended college credit for Navy training courses and work experience, obtain academic counseling and advice in order to select and enroll in a college program of their choice either ashore or while deployed, and identify career related education degree programs. It focuses on helping Sailors to voluntarily obtain a college degree while in the Navy, when they are ready and at their own pace.

While it is important to note what the program will do for Sailors, it is important to explain right up front what it will **NOT** do:

1. It does not require Sailors to earn a college degree. While every Sailor will be automatically involved in the program and receive a record of their recommended college credit earned from Navy training and experience on a transcript, participation is voluntary and Sailors can decide to participate when they are ready and at their own pace.

2. It doesn't prescribe a specific time period in which a college degree can or should be earned. Every Sailor who wants to earn a degree will do so individually and at his or her own pace.

3. It will not automatically provide Sailors with a college degree. Sailors wishing to earn a college degree will still have to pursue the degree during off-duty hours.

4. It does not eliminate the current voluntary education programs. NCP pulls together and enhances the current voluntary education programs under one umbrella. The Navy College Program centralizes all existing off-duty education programs, such as Tuition Assistance, Servicemembers Opportunity Colleges-Navy (SOCNAV), Navy College Program for Afloat College Education (NCPACE), and Defense Activity for Non-traditional Education Support (DANTES), under one easily accessible program.

B. Navy College Program Components

There are 11 components of the Navy College Program, some of these are new and some will be enhanced during the next year.

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NAVY COLLEGE PROGRAM

1. Academic Credit for Navy Training/Occupational Experience - American Council on Education's (ACE) evaluation of Navy training for recommended college credit is the foundation for the Navy College Program.

2. Sailor/Marine American Council on Education Registry Transcript (SMART) – is an electronic transcript for each Sailor that is an academically accepted document, approved by American Council on Education (ACE), to validate military occupational experience and training with the corresponding American Council on Education (ACE) credit recommendation. SMART lists occupations held, Navy training courses completed with ACE recommended credit, college-level exams completed, and other learning experiences. SMART will track Sailors' progress on the path to a degree.

The summary is an addendum to the SMART transcript. It is a streamlined version of the SMART that represents the recommended college credits in a format that more closely resembles the average college transcript.

3. Rating "Roadmap" – the roadmap is a document showing American Council on Education (ACE) recommended credit for Navy occupational experience and training courses.

4. Tuition Assistance - pays 75% of tuition for Sailors, consistent with DoD policy, with a maximum of $187.50 per credit hour and $3500 per year.

5. Academic Advice - assistance available to all Sailors throughout their careers, delivered through a combination of sources: Navy College Offices (former Navy Campus Education Centers), Educational Services Officers and Navy Career Counselors, partner educational institutions, and Navy College Center providing WEB-based/e-mail/telephone advice.

6. Navy College Program for Afloat College Education (NCPACE) - delivered to personnel assigned to sea duty units and specific remote shore sites. For sea duty units, fully funds student costs, except for college-level textbooks. Remote site personnel use Tuition Assistance to fund college courses. Also provides instructor-based and computer delivered academic skills courses. The existing Program for Afloat College Education (PACE) program was renamed on 1 Oct 99 to Navy College Program for Afloat College Education (NCPACE).

7. Defense Activity for Non-Traditional Education Support (DANTES) – provides credit-by-examination tests, and a catalog of schools offering distance learning programs available with Tuition Assistance.

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NAVY COLLEGE PROGRAM

8. Navy College Learning Centers - provide self-paced software instruction in basic academic skills (English, reading, mathematics, and college prep courses). Navy provides academic skills through instructor classes ashore (NCL Program), Navy College Learning Centers, and through NCPACE.

9. Navy College Offices – Navy Campus Education Centers became Navy College Offices on 1 Oct 99. These offices will continue to be the local on-base resource for general education and college program information.

10. Navy College Center - new service located at Naval Education and Training Professional Development and Technology Center (NETPDTC) (Pensacola) offering one-stop shopping: Navy College WEB page (www.navycollege.navy.mil), responses to e-mail queries (ncc@smtp.cnet.navy.mil), and a toll free number (1-877-253-7122, DSN 922-1828) for telephone inquiries from Sailors and Navy College Office staff regarding academic information.

11. Partnership with Educational Institutions - with Servicemembers Opportunity Colleges Navy (SOCNAV) as the vehicle, Navy will form partnerships with educational institutions to provide increased access to rating-related degrees. Education partnership agreements will ensure greater transferability of credits to support our mobile Sailors.

C. Navy College Program Implementation

The NCP will be introduced in a phased approach. The first phase of the NCP began on 1 October 1999 through 31 December 1999 and includes several new enhancements:

Sailor/Marine American Council on Education Registry Transcript (SMART) Now Available - Sailor/Marine American Council on Education Registry Transcript (SMART) will simplify the process of obtaining information on the amount of college credit earned for Navy training and work experience. Previously Sailors had to attend a Navy Campus workshop and transfer the data to a DD295. This process will be replaced by a computer-generated transcript process that automatically records for each Sailor the recommended college credit for Navy rating-related work experience and training completed. Additionally, any Sailor can simply sign and submit a form to have an institutional of their transcript sent to an educational institution. They may also request an individual copy of their transcript from the Navy College Center or local Navy College Office or simply e-mail a request from the Navy College Program web site.

INFORMATION SHEET 1.1.1
NAVY COLLEGE PROGRAM

Rating "Roadmaps" Available 1 October 1999- Sailors will have access to their rating specific roadmap which projects potential college credit the Sailor could earn toward a college degree through Navy training, qualifications, and work experience in that rating during his/her navy career. The SMART transcript will serve Sailors as a tool to validate their progress along the rating roadmap.

Navy College Center Opened on 1 October- a new service has been added to provide Sailors easy access and one-stop shopping for information on the Navy College Program, including all components of the program. The Navy College Center includes a web site (www.navycollege.navy.mil) and the toll free phone numbers DSN 922-1828/1-877-253-7122. The Navy College Center, staffed by professional Educational Services Specialists will answer Sailors' questions and respond to their e-mail. The web site will offer extensive information to Sailors at their convenience. It will provide answers to frequently asked questions, and e-mail capability to ask questions and receive direct responses.

Rating roadmaps will also be available from the web site as well as links to Lifelines, Navy related and educational sites. The toll free number provides an alternative way to obtain information concerning the Navy College Program. The toll free number operates 7 days a week, 15 hours a day.

Navy College Offices Renamed on 1 October 1999 - the network of 59 Navy Campus Offices located at Navy facilities around-the-world were renamed Navy College Offices on 1 October 99 to emphasize our commitment to lifelong learning. The adoption of Navy-wide facility standards for these offices, in addition to upgrades in information technology and communications connectivity during the next year, provide continued improvement in the quality of the facilities that are serving our Sailors. Navy College Offices will continue to provide professional counseling on degree programs, high school completion, academic skills, tuition assistance and other voluntary education programs for officer and enlisted members.

Summary of Recommended Credits Distributed to Graduates Began 1 October 1999 – The summaries of recommended credits are given to graduates of RTC and "A" and "C" schools evaluated by ACE for college credit.

ACE Evaluation of Navy Training Continuing - Currently 89% of enlisted initial skills training and 36% of follow-on training has been evaluated. 91% of enlisted initial skills training and 44% of follow-on training will be evaluated for college credit by 31 December 1999. An aggressive plan is in place to complete 100% of initial training by October 2000.

INFORMATION SHEET 1.1.1
NAVY COLLEGE PROGRAM

In 1999 the Navy also intends to enhance the current SOCNAV structure. The goal will be to expand the colleges and universities that are willing to identify rating related degrees that maximize to the greatest extent possible the acceptance of recommended credit for Navy training and experience and simplify acceptance, enrollment and credit transfer for our sailors.

Over the next year Sailors will see continual improvements and changes to the program as we work to achieve the CNO's vision of simplifying and enhancing the opportunity for every Sailor to earn a college degree if they so choose. The Navy College Program provides the opportunity for every Sailor to earn a college degree and also meet their education goals from anyplace their Navy career takes them.

Distribution of the Summaries of Recommended Credits at RTC and "A" and "C" Schools Evaluated by ACE

Beginning 1 October 1999 Summaries of recommended credits were given to Sailors graduating from RTC and evaluated "A" and "C" schools. The summary is an addendum to the SMART transcript. It is a streamlined version of the SMART that represents the recommended college credits in a format that more closely resembles the average college transcript. The process for providing summaries may be broken down into two categories RTC and "A" and "C" schools.

1. **Recruit Training Command:** Pre-printed forms will be sent to RTC. There will be blanks left on the form for the name, SSN, and division number for a given recruit. RTC personnel will select 'summary' from their normal report screen. The summaries are generated from the rosters already loaded in STASS and the necessary data will be printed on the forms.

2. **Navy "A" and "C" Schools Evaluated by ACE**: "A" and "C" schools will continue to load rosters into STASS, but now it is imperative that the rosters be loaded at the onset of a course, because these rosters along with graduation dates loaded into NITRAS will be used to create packets of summaries. These packets will be available on a web site starting 5 working days prior to graduation day, and may be accessed for a two-week time frame. School staff will be able to access the web-site using a location unique pin number. A school will be able to select from a listing of school/date packets. Once a packet is selected, the staff member may examine and then print the transcripts in the packet. Corrections to the summary are the responsibility of the sailor and not the school. The only quality control performed by the school will be to ensure each student graduating has a summary.

INFORMATION SHEET 1.1.1
NAVY COLLEGE PROGRAM

D. Additional Information

Additional information can be obtained about the Navy College Program from the following sources:
1. Local Navy College Office
2. Navy College Center toll-free phone numbers 1-877-253-7122 or DSN 922-1828, fax 922-1281.
3. Navy College Program web site at `www.navycollege.navy.mil`
4. E-mail address `ncc@smtp.cnet.navy.mil`

INFORMATION SHEET 1.1.2
How to Read the Summary

A. ACE Exhibit Number

It is an identification number assigned by the American Council on Education (ACE) to identify each course.

B. Military Course Number

It is an identification number assigned to the course by the military.

C. Title/Subject

The first item is the title of the military course taken. Each sub-bullet is the academic subject that credit is recommended for.

D. Date

The date that the course was completed or the date associated with the rate or NEC.

E. Credit

The number of credits recommended for each academic sub-division.

F. Level

The level at which the credit should be awarded.
>   V- Vocational Certificate
>   L- Lower Division Baccalaureate/Associate Level
>   U- Upper Division Baccalaureate Level
>   G- Graduate

G. SOCNAV Category Code

The Course Category Code identifies a grouping of courses that have guaranteed transferability within the SOCNAV consortium.

- SOC Category Codes may satisfy specific courses (with the same codes) in SOCNAV/SOCMAR degree programs.

INFORMATION SHEET 1.1.3
FREQUENTLY ASKED QUESTIONS ON SMART

1. **WHO IS ELIGIBLE TO GET A SMART?**

All active duty and reserve Sailors and Marines (enlisted and officer) and those who separate or retire from active duty on or after 1 October 1999.

2. **WHAT IS THE PURPOSE OF SMART?**

To provide recommended college credit for military occupational experience and training. The recommendations are made by the American Council on Education (ACE), which publishes a reference entitled <u>Guide to the Evaluation of Learning Experiences in the Armed Services</u>, used by colleges and universities around the country.

3. **WHO PRODUCES THE SMART?**

Naval Education and Training Professional Development and Technology Center (NETPDTC) in Pensacola, Florida. **The Navy College Center** located at NETPDTC handles SMART inquiries and requests. The address is NETPDTC N2A5, 6490 Saufley Field Road, Pensacola, Florida 32509-5204.

4. **HOW DO I CONTACT THE NAVY COLLEGE CENTER?**

Toll free DSN: 922-1828 or 1-877-253-7122, COM: (850) 452-1828. FAX DSN: 922-1281 or COM: 850-452-1281. The e-mail address is: ncc@smtp.cnet.navy.mil. The web site address is http://www.navycollege.navy.mil. The hours are 6 a.m. to 9 p.m. (Central Standard Time), 7 days a week.

<u>REQUESTING TRANSCRIPTS</u>

5. **HOW DO I REQUEST A SMART?**

INDIVIDUAL SMART – An unofficial, personal copy to review for degree planning purposes.

- Call, fax or send an e-mail to the Navy College Center at NETPDTC in Pensacola. (See question #4.) Provide your name, SSN, date of birth, and full home address. The Navy College Center will mail the unofficial transcript to you. OR

- Visit, call, fax or e-mail your local Navy College Office or Marine Corps Education Center. Provide your name, SSN, date of birth and full home address. They can print an unofficial copy of the transcript and provide it to you on a walk-in basis or order the transcript to be mailed to you by the Navy College Center.

INFORMATION SHEET 1.1.3
FREQUENTLY ASKED QUESTIONS ON SMART

INSTITUTIONAL SMART – The official copy mailed directly to the college or university you designate. Academic institutions will not accept transcripts directly from the service member. When you order an official transcript, an individual copy can be mailed to you as well. To order:

 - Complete a SMART Request Form. Obtain it from the local Navy College Office or Marine Corps Education Center or download it from this web site. Select "SMART Request Form."

  a. Mail or fax the form to the address/fax number on the form. The Navy College Center will mail the official transcript to the college(s) designated. OR

  b. Submit the form in person or by fax to the local Navy College Office or Marine Corps Education Center, which will then order the official transcript for you. The Navy College Center will mail the official transcript to the college(s) designated.

6. IS THERE A LIMIT ON THE NUMBER OF SMARTS I CAN REQUEST?

No.

7. HOW MUCH DOES A SMART COST?

There is no charge to the individual.

8. ONCE THE NAVY COLLEGE CENTER RECEIVES MY REQUEST, HOW LONG DOES IT TAKE FOR THE SMART TO BE MAILED?

Within 2 to 3 working days.

WHAT'S ON THE SMART?

9. WHAT IS ON THE SMART?

a. American Council on Education (ACE) credit recommendations for:

   (1) Military occupations held - ratings, Military Occupational Specialties (MOSs), certain Navy Enlisted Classifications (NECs), and Limited Duty Officer/Chief Warrant Officer (LDO/CWO) specialties.

   (2) Military training courses completed

   (3) College-level examinations taken at a military testing site (CLEP, DSSTs, ACT-PEPs, RCEs)

INFORMATION SHEET 1.1.3
FREQUENTLY ASKED QUESTIONS ON SMART

b. "Other Learning Experiences" - military courses taken for which there are no matching ACE credit recommendations and the reason why.

Addendums to SMART:

a. "Summary" – A streamlined overview of all the credits ACE recommends in a format that closely resembles many college transcripts.

b. "Academic Institution Page" - Lists college courses taken on active duty through Tuition Assistance (TA) or the Navy College Program for Afloat College Education (NCPACE) or from the Community College of the Air Force (CCAF).

10. I TOOK COLLEGE COURSES BEFORE I ENTERED ACTIVE DUTY. WILL THESE COURSES BE ON THE SMART?

No.   SMART is a military transcript only; it validates the credit recommendations for military coursework, not civilian coursework. If you've taken any college courses (prior to active duty or after) and you want to transfer these credits to another college, you must write to the college to request an official transcript be sent.

11. IF I MUST REQUEST A TRANSCRIPT FOR ANY COLLEGE COURSES I'VE TAKEN, WHY ARE THE COURSES TAKEN USING TA AND NCPACE INCLUDED WITH THE SMART?

This addendum to the SMART, called Academic Institution Page, is to assist you and your academic advisor in degree planning. The official record of college courses you've taken resides with the academic institution attended.

12. IF I'VE TAKEN COURSES DELIVERED BY ANOTHER MILITARY SERVICE OR A DOD COURSE, WILL THEY APPEAR ON THE SMART?

Yes, if that information has been recorded in the official course database that the Navy and Marine Corps maintain.

13. WHERE DOES THE DATA FOR SMART COME FROM?

 - The course and occupational information is extracted from the official personnel and training databases of the Navy and Marine Corps using the individual's social security number.

 - The recommended credit is extracted directly from a database provided by the American Council on Education (ACE).

INFORMATION SHEET 1.1.3
FREQUENTLY ASKED QUESTIONS ON SMART

14. IS THE ACE DATABASE UPDATED QUICKLY AFTER ACE EVALUATES A MILITARY COURSE AND IS THE DATABASE FED FREQUENTLY TO NETPDTC?

Yes. SMART receives frequent updates from ACE to ensure the most current data.

15. HOW FAR BACK DOES THE DATA IN SMART GO?

NAVY: The Navy course data (taken from a database called NITRAS) goes back to 1972. However, data before 1985 is less comprehensive than data from 1985 to the present.

Navy rating information on SMART, taken from the Master Data File, is comprehensive; however, some historical data may still not be shown. The older the data, the greater the chance something could be missing. Current Navy rating information is extracted from the Master Data File; historical rating information is taken from a database called VMET (Verification of Military Education and Training.)

For procedures on correcting information, select "Navy Correction Sheet" on the Navy College Center web site.

MARINES: Course attendance dates are not available for courses taken prior to 1994. Therefore, resident courses prior to 1994 may appear in the "Other Learning Experiences" section of the SMART. Credit may be awarded by providing documentation of the attendance dates to the evaluating academic institution.

Prior to 1997, the Marine Corps Total Force System (MCTFS) was limited to 10 formal school completions. Marines with more than 10, during that time, will be missing entries. Those entries above the 10 course limit were not captured in the file. The field is now larger, so with proper documentation, Marines can have the missing courses run into their record through the unit diary system.

Prior to April 1999, there was no assignment date for MOSs in the Marine Corps Total Force System. With proper documentation, the date of MOS award can now be run into MCTFS.

Because MCTFS does not electronically capture the MOS skill level, the SMART displays both Skill Level 3 and 4 recommendations for Aviation MOSs. The Marine will be awarded credit for Skill Level 3. To receive the additional credit for Skill Level 4, a Marine must provide a copy of his/her MATMEP to the academic institution.

For procedures on correcting information, select "Marine Corps Correction Sheet" on this web site.

INFORMATION SHEET 1.1.3
FREQUENTLY ASKED QUESTIONS ON SMART

BOTH SERVICES:

DANTES data (CLEPs, DSSTs, etc.) goes back to 1975; if taken before 1975 or taken at other than a military test center, the data will never be displayed. If the test was fairly recent, it may not yet appear.

Tuition Assistance (TA) data goes back to 1982 for Navy; however, data before 1991 may be incomplete. TA data for Marines is available from 1994 to present.

Navy College Program for Afloat College Education (NCPACE) data goes back to 1989.

USING SMART CREDIT RECOMMENDATIONS AT A COLLEGE

16. DO ALL COLLEGES/UNIVERSITIES ACCEPT THE CREDIT RECOMMENDATIONS ON THE SMART?

Academic institutions establish their own policies on transfer credit. The amount of credit awarded will depend on your school's policy and your degree program. Servicemembers Opportunity Colleges – Navy (SOCNAV) and Marine Corps (SOCMAR) have agreed to accept military experiences for credit toward a degree. Contact your local Navy College Office or Marine Corps Education Center for more information.

17. IS SMART COMPARABLE TO THE ARMY'S TRANSCRIPT (CALLED AARTS)?

Yes, the content and format of SMART are comparable to AARTs.

18. IF I DON'T WANT A COLLEGE DEGREE AND DON'T ENROLL IN A COLLEGE, CAN I STILL RECEIVE A SMART?

Yes, you can obtain an individual, unofficial copy through your local Navy College Office, Marine Corps Education Center or through the Navy College Center in Pensacola. For procedures on ordering a SMART, select "Request Transcript" on this web site.

19. WHEN I'M OUT OF THE SERVICE, WILL I STILL BE ABLE TO USE MY MILITARY SCHOOLS FOR CREDIT AS A CIVILIAN?

Yes. Military training that's been evaluated by ACE can be accepted by a college either before or after you've separated from active duty.

20. IS THE CREDIT THAT I RECEIVE FOR MY MILITARY EXPERIENCE FREE CREDIT OR DO I HAVE TO PAY THE COLLEGE FOR IT?

INFORMATION SHEET 1.1.3
FREQUENTLY ASKED QUESTIONS ON SMART

It is free credit in most cases. However, a few colleges charge a transcripting fee. For more information, contact the academic institution for its policy or your local Navy College Office or Marine Corps Education Center.

ERRORS/OMISSIONS ON SMART

21. **WHOM DO I CONTACT IF THERE ARE ERRORS OR OMISSIONS ON THE SMART?**

Each transcript provided to a Sailor or Marine contains an attachment which tells you how to make corrections. To view the attachment, select "Navy Correction Sheet" or "Marine Corps Correction Sheet" on this web site. **IT IS THE SERVICE MEMBER'S RESPONSIBILITY TO INITIATE THE ACTION NECESSARY FOR HIS/HER SMART TO BE CORRECTED.**

22. **IS THERE INFORMATION ON BASIC TRAINING ENTRIES I SHOULD BE AWARE OF?**

For Sailors who entered active duty before 1 April 1979, there will be no recommended credits for Basic Training, because that's the date ACE first evaluated the training.

For Marines, ACE first evaluated Basic Military Training in December 1976, so Marines who entered before that date will not receive a credit recommendation.

However, for those with no specific credit recommendation for Basic Training, ACE recommends to colleges that they award credit for or waive the requirement for physical education and hygiene (at the freshman/sophomore level) for any servicemember with at least 6 months of military service.

23. **IS IT POSSIBLE FOR SMART TO HAVE ERRORS IN NAVY COURSE DATA?**

Yes. If your course data needs to be changed due to improper database entry at the Navy schoolhouse, provide a copy of your course completion certificate or page 4 from your service record to the Navy College Center in Pensacola. PSD must stamp "Certified as a True Copy" and sign the course certificate or page 4 before you submit it.   For further details, select "Navy Correction Sheet" on this web site.

Keep in mind the name of the training activity where you took the course may have changed its name. If the command's UIC remained the same, the SMART will list the latest command name.

INFORMATION SHEET 1.1.3
FREQUENTLY ASKED QUESTIONS ON SMART

24. HOW LONG WILL IT TAKE MY SMART TO BE CORRECTED ONCE I MAIL NAVY <u>COURSE</u> <u>CORRECTION</u> MATERIAL TO THE NAVY COLLEGE CENTER?

No more than 10 working days once received.

25. WHAT IF MY NAVY RATE/RANK/NEC IS INCORRECT ON THE TRANSCRIPT?

For Navy members, rank displayed is rank received from Master Data File at Navy Personnel Command (NPC). Until a rank is officially in the MDF, it does not display. A Sailor can wear his rank long before he/she receives the pay and it's changed at Navy Personnel Command.

If the Master Data File has not been updated, contact your PSD or Personnel and Administrative Office to have corrections made and sent to Navy Personnel Command.

<u>BENEFITS/IMPORTANCE OF SMART</u>

26. WHAT ARE THE PRIMARY BENEFITS OF SMART?

  - The SMART will assist academic institutions in awarding credit for military occupational experience and training.

  - By receiving credit for military experience, you may reduce your tuition expenses and complete your degree program more quickly.

  - SMART will be continuously updated and available while in service.

  - The SMART record will be archived and available after separation for those who separate on or after 1 October 1999.

  - One of the SMART addendums, the Summary Transcript, contains Servicemembers Opportunity Colleges (SOC) course category codes, which will help academic institution counselors determine where the credit will apply into established degree programs at SOC institutions.

27. WHY IS SMART IMPORTANT?

 - It assists you in receiving more credit for military learning experiences.

 - It's a key tool for you and your education counselor to use in degree planning.

INFORMATION SHEET 1.1.3
FREQUENTLY ASKED QUESTIONS ON SMART

- It's an incentive for you to pursue voluntary education.

TECH PREP QUESTIONS ON SMART

28. **I entered the Navy through TECH PREP; how do I get credit for my Navy occupational experience and training sent back to my college at home?**

Request that an official SMART be sent directly to your college either by visiting your local Navy College Office or contacting the Navy College Center toll free at 1-877-253-7122. For procedures, select "Request Transcript" on this web site.

29. **Will the college courses I've already taken show up on my SMART transcript?**

No, the SMART is a military transcript and validates the credit recommendations for military coursework; it does not reflect college courses a Sailor took before entering active duty. To obtain a transcript from the civilian college you attended, you must contact the college directly. The Academic Institution Page, which is an addendum to SMART, only lists those college courses taken on active duty using Tuition Assistance (TA) or the Navy College Program for Afloat College Education (NCPACE).

30. **Where do I go for information/guidance on starting my bachelor's degree?**

Contact your local Navy College Office for information about resident and distance learning coursework that will help you obtain your bachelor's degree.

INFORMATION SHEET 1.1.4
How to Read the Rating Roadmap

A. Introduction

The Rating Roadmap is a document showing American Council on Education (ACE) **recommended** credit for Navy occupational experience and training courses.

The Roadmap is divided into three sections: Military Progression, Initial Skills Training, and Follow-on Training.

B. Roadmap Component

1. Military Progression – Represents those courses that a Sailor may earn by progressing in rank.

2. Initial Skills Training – Represents those courses that are taken to establish basic skills for a designated rating.

3. Follow-on Training – Represents additional courses that are available to personnel within a given rating. A Sailor of that rating may take a selection of those courses during his/her career.

C. Details

Within each section the following details are given on the credit recommended. Under each milestone are listed the academic subdivisions in which credit is recommended.

1. Type - The level at which the credit should be awarded.
    V- Vocational Certificate
    L- Lower Division Baccalaureate/Associate Level
    U- Upper Division Baccalaureate Level
    G- Graduate

2. Semester Hours – The number of semester hours (credits) recommended for each academic sub-division.

3. Cumulative Hours – Sub-totals of hours earned at select points. These totals correct for duplication of credit.

INFORMATION SHEET 1.1.5
NAVY COLLEGE PROGRAM
Frequently Asked Questions (FAQs)

1.   What is the Navy College Program (NCP)?

The Navy College Program is an expansion and enhancement of current programs with the goal to assist every Sailor in obtaining a college degree during a Naval career.

2.   Do I have to participate in the Navy College Program?

No, participation is voluntary. Sailor's can get involved when they are ready and proceed at their own pace.

3.   How long will it take me to get a college degree in NCP?

Degree requirements vary. Visit your local Navy College Office to discuss your specific degree plans.

4.   How does this differ from Navy Campus?

Navy Campus is now called the Navy College Office, a component of the Navy College Program, offering academic advise and assistance in helping you obtain your educational goal.

5. Am I required to get a degree that is related to my rating, or may I get a degree under NCP in anything I want?

Individuals are not required to pursue degrees that coincide with their Navy rating. Part of the emphasis of NCP is to enhance your opportunities and the process of obtaining degrees.

6. Why is the Navy initiating such a program?

To further assist Sailors in pursuing voluntary education by providing a clear and easily understood path from associate degree on up and through bachelors degree.

7. How does this affect the courses I've already taken?

Navy College Program doesn't affect courses you have completed.

8. I'm a Chief Petty Officer. How do I find out how many college credits my Navy Training "A" and "C" schools, etc., are worth?

INFORMATION SHEET 1.1.5
NAVY COLLEGE PROGRAM
Frequently Asked Questions (FAQs)

The new Sailor/Marine American Council on Education Registry Transcript (SMART) is available which lists recommended credit for military occupational training and experience. Submit your request to any Navy College Office for an unofficial copy.

How do I get college credit?

The college or university will determine how many of your courses will be accepted for your selected degree. To have a SMART transcript sent to the school(s) of choice you need to submit your request, in writing, to the Navy College Center or check with the Navy College Office near you for details. You may also visit our web site at www.navycollege.navy.mil.

10. **Is there any type of service commitment that comes with the program upon completion?**

Navy College Program encompasses all off-duty voluntary education programs. Enlisted members do not incur any service commitment. Officers using Tuition Assistance do incur a commitment.

11. **Will I be able to take courses through correspondence?**

Yes. Correspondence courses will continue to be available through DANTES.

12. **From what school will I actually obtain my degree?**

Navy College Offices have professional academic advisors who will assist you with planning your degree program and selecting the appropriate institution.

NAVY COLLEGE CENTER

1. **With whom will I be speaking when I call the toll-free number, and who will be answering my e-mails?**

The Navy College Center and Navy College Offices have trained and experienced staff to answer your questions and e-mails.

GENERAL FAQ'S

1. **If I am on deployment can I still be enrolled in the same school, or do I need to transfer?**

Yes you may stay enrolled in your school.

INFORMATION SHEET 1.1.5
NAVY COLLEGE PROGRAM
Frequently Asked Questions (FAQs)

Degree programs are available, regardless of duty assignment. The Navy College Program for Afloat College Education (NCPACE) is available while deployed aboard a ship or at many remote locations. You do not have to transfer schools to participate in NCPACE. Please see a Navy College counselor to see how NCPACE courses might fit into your degree program.

Are there colleges overseas?

Accredited college programs also exist at selected overseas sites.

2. How much will a four-year degree help my Navy career?

Education enhances your career progression. See your Navy Career Counselor for further information.

3. Does my degree have to be in the same field as my rate?

No.

4. I already have a four-year degree. Can I use credits awarded for my rate to get another degree, or a master's degree?

There are many options for pursuing another degree. Contact your nearest Navy College Office for further information.

5. Is this program available to officers who want to pursue a master's degree?

Yes. All service members are eligible to receive services provided The Navy College Program encompasses all existing programs. Graduate degrees are available both at Naval installations and through distance learning. Your local Navy College Office can provide you with information about on-base and local programs as well as distance learning opportunities. For distance learning programs you may also check the DANTES web site at http://voled.doded.mil or the link at (Navy College Web-site).

6. How long do I have to complete a degree program? Is there a certain GPA that I must maintain?

Most graduate degree programs must be completed in five to seven years and most programs require that you maintain a "B" average to be making satisfactory progress toward degree completion. There is no single, absolute answer to the question, however. You need to check with the institution offering the degree for a definitive answer.

INFORMATION SHEET 1.1.5
NAVY COLLEGE PROGRAM
Frequently Asked Questions (FAQs)

7. I do not feel that I am quite prepared for college courses? Are there any types of prep classes?

The Navy College program offers college prep courses through its Navy College Learning Center. These courses are computer based and self-paced. The real advantage is that they are free and since each center will also have a facilitator on duty, you get the advantage of personal help when needed. There are 32 Centers. By the end of September 2000, 48 Centers will be open. Some Navy College offices also offer instructor-led programs. NCPACE aboard ship has the same courses and some ships offer both computer based and instructor taught courses. Local institutions will also have prep courses but at a cost.

8. Is there a GED program too?

Yes, high school completion options remain a part of the overall Navy College Program. Visit a Navy College Office to take advantage of this free service.

9. What is a roadmap?

A roadmap outlines recommended college credit earned from Navy training, qualifications and on–the-job experience during a Naval career. It is rating specific and details both initial and follow-on training for the rate as well as recommended credit for each pay grade, for example MS3, MS2, MS1 etc.

10. How and when do I obtain a copy of my rating roadmap?

Rating roadmaps are located on the NCP Website at www.navycollege.navy.mil. You can also get a copy at your local Navy College Office

INFORMATION SHEET 1.1.6
RTC Graduates

A. Introduction

The following information will be provided to the students upon graduation. It is important that you ensure all graduates understand the SMART and the Navy College Program. Encourage them to ask questions and motivate them to continue to pursue their education while in the Navy.

B. Information

While here at Bootcamp you were learning about the Navy, but what you may not have known was that you were also earning college credit.

- I will be handing out a summary of recommended credit for RTC. You have earned :

  - 1 semester hour in Personnel Fitness/Conditioning
  - 1 semester hour in Personal/Community Health
  - 1 semester hour in First Aid and Safety
  - to a total of 3 semester hours

- This would be the equivalent of a Freshman PE course.

- As your training becomes more technical so will the type of credit you will earn.

- This is your first of many transcripts and it is for some of you, your first step into higher education.

- The Navy wants you to know that while you are going through training you are gaining college credit that you can later apply to a college degree.

- The Navy views education as essential to your Naval career and we are providing you training that is essential to that education.

GIVE COPY OF SUMMARY TO SAILORS

- The summary identifies the American Council on Education's recommended college credit for Navy training completed. Each college will evaluate their recommendations when awarding credit.

INFORMATION SHEET 1.1.6
RTC Graduates

- Each time you complete a Navy course that has been evaluated for credit by ACE, or are advanced, the recommended college credits will be automatically recorded on your summary. The summary will document your progress as long as you are on active duty.

- The delivery of this summary to you is part of the bigger Navy College Program (NCP).

- You will learn more about NCP in the future, but highlights of the program include:
  - The opportunity to take courses with various colleges and universities.
  - Funding to help pay for those courses.
  - And academic counseling to help you determine what courses to take to obtain your desired degree.

C. Summary

- You can pursue a degree when ready, and at your own pace. Career Counselors, Educational Service Officers, Navy College Office staffs and your command are all there to support your effort to continue your education.

The choice is yours

INFORMATION SHEET 1.1.7
A School Graduates

A. Introduction

The following information will be provided to the students upon graduation. It is important that you ensure all graduates understand the SMART and the Navy College Program. Encourage them to ask questions and motivate them to continue to pursue their education while in the Navy.

B. Information

- You received your first summary of recommended credit at the completion of Bootcamp, and here we are again to discuss the credit you have earned in this course.

- What I want to impress upon you is that this is a cumulative process. I will be handing out a summary of the amount of recommended credit you have earned since RTC.

- You have earned : (insert credit for your given course and delineate each element of credit)
  - _____
  - to a total of _____

GIVE COPY OF SUMMARY TO SAILORS

- The summary identifies the American Council on Education's recommended college credit for Navy training completed. Each college will evaluate their recommendations when awarding credit.

- Each time you complete a Navy course that has been evaluated for credit by ACE, or are advanced, the recommended college credits will be automatically recorded on your summary. The summary will document your progress as long as you are on active duty.

Tenants of the Program

- The following are highlights of the Navy College Program:

  1. You will have the opportunity to take courses with various colleges and universities.

     SOCNAV is the Servicemembers Opportunity Colleges (SOC) degree program for the Navy. It consists of over 80 fully accredited colleges that offer associate and bachelor's degree programs at Navy installations worldwide, both ashore and afloat.

INFORMATION SHEET 1.1.7
A School Graduates

2. Funding to help pay for those courses.

Tuition Assistance provides financial assistance to active duty members to pursue off-duty education while studying at colleges and universities, which are typically located near naval installations in the U.S. and overseas.

Navy College Program for Afloat College Education (NCPACE) will provide you courses at sea for no cost except for your textbooks.

You can also take credit-by-examination tests (CLEP) for free. Depending on what your score is on the test and the school you are attending you could possibly test out of college courses.

3. And academic counseling to help you determine what courses to take to obtain your desired degree.

   The local Navy College Office where you will be stationed will provide advice and academic counseling on how to develop an education plan for obtaining a college degree while on active duty.

   At your next command a good source of information is your Career Counselor. They are not only concerned with your military development, but also your educational progression.

   You can also visit the Navy College Program website or call the toll free number, which will operate 7 days a week, 15 hours a day (CST).

4. To see what credit you will be eligible for in the future a Rating Roadmap has been developed for each rating.

   SHOW RATING ROADMAP – (use How to read Rating Roadmap sheet to discuss this element) Your Rating Roadmap is also available on the Navy College Program website (www.navycollege.navy.mil)

C. Summary

- Of course your primary concern when you arrive at your new command is to qualify and learn the ins and outs of your job, but the purpose of this briefing is to make you aware of your options for personal development.
- Remember that your pursuing higher education is voluntary. We are merely offering you the tools and the opportunity.

- *The choice is yours.*

INFORMATION SHEET 1.1.8
C/F/G School Graduates

A. Introduction

The following information will be provided to the students upon graduation. It is important that you ensure all graduates understand the SMART and the Navy College Program. Encourage them to ask questions and motivate them to continue to pursue their education while in the Navy.

B. Information

- You received your first summary of recommended credit at the completion of Bootcamp, and here we are again to discuss the credit you have earned in this course.

- What I want to impress upon you is that this is a cumulative process. I will be handing out a summary of the amount of recommended credit you have earned since RTC.

- You have earned : (insert credit for your given course and delineate each element of credit)
    - _____
    - to a total of _____

GIVE COPY OF SUMMARY TO SAILORS

- The summary identifies the American Council on Education's recommended college credit for Navy training completed. Each college will evaluate their recommendations when awarding credit.

- Each time you complete a Navy course that has been evaluated for credit by ACE, or are advanced, the recommended college credits will be automatically recorded on your summary. The summary will document your progress as long as you are on active duty.

Tenants of the Program

- The following are highlights of the Navy College Program:

    -You will have the opportunity to take courses with various colleges and universities.

    -SOCNAV is the Servicemembers Opportunity Colleges (SOC) degree program for the Navy. It consists of over 80 fully accredited colleges that offer associate and bachelor's degree programs at Navy installations worldwide, both ashore and afloat.

INFORMATION SHEET 1.1.8
C/F/G School Graduates

5. Funding to help pay for those courses.

    Tuition Assistance provides financial assistance to active duty members to pursue off-duty education while studying at colleges and universities, which are typically located near naval installations in the U.S. and overseas.

    Navy College Program for Afloat College Education (NCPACE) will provide you courses at sea for no cost except for your textbooks.

    You can also take credit-by-examination tests (CLEP) for free. Depending on what your score is on the test and the school you are attending you could possibly test out of college courses.

6. And academic counseling to help you determine what courses to take to obtain your desired degree.

    The local Navy College Office where you will be stationed will provide advice and academic counseling on how to develop an education plan for obtaining a college degree while on active duty.

    At your next command a good source of information is your Career Counselor. They are not only concerned with your military development, but also your educational progression.

    You can also visit the Navy College Program website or call the toll free number, which will operate 7 days a week, 15 hours a day (CST).

7. To see what credit you will be eligible for in the future a Rating Roadmap has been developed for each rating.

    SHOW RATING ROADMAP – (use How to read Rating Roadmap sheet to discuss this element) Your Rating Roadmap is also available on the Navy College Program website (www.navycollege.navy.mil)

Unfortunately not all Navy training is or has been evaluated, in the past by ACE. The SMART transcripts are new and there is a possibility there will be holes or errors in the source data used to develop your transcript. Attached to your full SMART transcript is a sheet that delineates how to make corrections. For assistance in this process call the Navy College Center.

INFORMATION SHEET 1.1.8
C/F/G School Graduates

C. Summary

- Of course your primary concern when you arrive at your new command is to qualify and learn the ins and outs of your job, but the purpose of this briefing is to make you aware of your options for personal development.
- Remember that your pursuing higher education is voluntary. We are merely offering you the tools and the opportunity.

<u>The choice is yours</u>

STUDENT MATERIAL
FOR
NAVY COLLEGE PROGRAM
IN-SERVICE TRAINING

PREPARED BY
CHIEF OF NAVAL EDUCATION AND TRAINING
1 NOVEMBER 1999